

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – ASSISTANT COOK MANAGER

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of two years food service experience desired.

Possession of a sanitation certificate or willingness to pursue certification.

SKILL PREPARATION

Ability to lift minimum of 40 pounds.

Quantity food cooking experience or ability to learn.

DUTIES AND RESPONSIBILITIES

Be responsible to the Cook Manager and the Food Service Director for completion of all assigned duties with accuracy, professionalism, and confidentiality.

Assist in supervision of kitchen staff.

Assist in preparation of food and supervision of food production and service, following safety temperature guidelines.

Assist in ordering of food needed for production area and utilize leftovers in accordance with time requirements.

Assist in instructing staff in use, care, and maintenance of equipment.

Assist in receiving deliveries and checking receipts against orders.

Assist in taking monthly inventory and maintaining all records.

Maintain confidentiality of student and staff information.

Interact with students, staff, and co-workers in a positive manner.

Discharge all other assignments delegated by the Cook Manager and the Food Service Director.

EVALUATION

Evaluation will be conducted annually by the Cook Manager and the Food Service Director in the areas of core competencies and position performance.

Approved by Board of School Directors 02/04/13